

Open a Bankruptcy Case with Deficiencies

Last Updated: October 21, 2005

NOTE:

Opening a Bankruptcy Case with Deficiencies on the CM/ECF system means that you are **NOT filing the following documents:**

- **For All Chapters** - Schedules & Statement of Financial Affairs
- **For Chapter 7 Cases** - Chapter 7 Means Test.
- **For Chapter 13 Cases** - Chapter 13 Statement of Current Monthly & Disposable Income
- **For Chapter 11 Cases** - Chapter 11 Statement of Current Monthly Income

1. Log onto CM/ECF

2. Select **Bankruptcy**.

3. Select **Open a BK Case**:

- Leave **Case type** at the default **bk**
- Select appropriate chapter from the drop down box
- Select **“y”** or **“n”** for Joint Petition
- Select **“y”** for deficiencies

Click **Next**.

4. **Search for a Party screen**:

- Enter Social Security Number/Tax Identification number to search for debtors name in the ECF database and click on **[Search]**
- Party Search results:
 - If debtor's name appears, select the name only if it matches **exactly** the way it appears on the pdf copy of the Petition.
 - If debtor's name matches exactly the way it appears on the pdf, click on **“Select name from list”** button.
 - If debtor's names does not appear, or is not an **exact** match, click on **“Create new party.”**

5. Party Information screen:

This screen appears for selected name or creating new party.

- Complete/Update all appropriate fields for the debtor.
 - Enter complete name.
 - Enter complete Social Security Number/Tax Identification Number.

NOTE: PDF copy of Petition must contain redacted Social Security Number.
 - Include mailing address.
 - Leave ProSe at the default “no.”
 - Select “**Debtor**” as Role.
- Select the “Alias” button if debtor has an alias.
 - Complete all appropriate fields for alias(es).
 - Select appropriate Role for alias(es) (aka, dba, fdba, fda).
- Review debtor information once more before submission; Click **Submit**.

6. Joint Debtor Party screen:

- Joint Debtor Party screen appears if you have selected “y” for Joint Petition in the Case Data screen on Step #3.
- Follow **Steps 4-5** to add the Joint Debtor information.

WARNING: If you do not receive the “Joint Debtor” screen and you have a Joint Debtor bankruptcy case, Click **Bankruptcy** on the Main Menu and start over. **Never** click back to the first screen to change the “n” to a “y” for Joint Debtor.

7. Divisional Office Location Screen:

- **DO NOT CHANGE DIVISIONAL OFFICE LOCATION!**
 - The system automatically selects the location.
 - If you need to change location, you **MUST** receive prior permission by the Clerk of the Court before case opening.
- Click **Next**.

8. Statistical Information Screen:

- Select “**Type of Debtor**” such as individual, corporation, etc.
- Select “**Paid**” or “**Installments**” for Fee Status.
- Select “**consumer**” or “**business**” for Nature of debt.
- Select “**Voluntary**” or “**Involuntary**”.
- Leave Origin type at the default “**original.**”
- Leave Date split/transfer field blank.
- Select “**no**” in the Asset notice for all Chapter 7 bankruptcy cases.
- Select “**yes**” in the Asset notice field for all other chapters.
- Select the appropriate **Estimated number of creditors, assets and debts.**
- Review the information; Click **Next**.

9. Deficiency List:

- Check the box next to the item(s) not included with the petition.
- Click **Next**.

WARNING: If you do not receive the “Deficiency List” and your petition is deficient. Click Bankruptcy on the Main Menu and start over. **Do not** click back to the first screen to change the “n” to a “y” for deficiencies.

10. Select pdf document screen:

- **Browse** to select the Voluntary Petition pdf file.
- Click **Next**.

Important: PDF copy of Voluntary Petition must contain the redacted Social Security Number.

11. Incomplete Filings due date screen:

- The deadlines for missing documents are automatically calculated and displayed.
- Click **Next**.

12. Chapter 7 Cases ONLY - Click Next.

13. Receipt screen:

- Verify filing fee amount.
- **Internet Payment** - Leave **Receipt #** text box blank and click **Next**.
- **Installment Payment** - Enter “o” for Other Payment in the Receipt # field and change the fee amount to the amount of the first installment payment. If the payment is zero, then type in the fee field 0.00. Click **Next**.

14. Docket Text: Modify as Appropriate screen:

If needed, modify the text according to the court's procedures. Click **Next**.

15. Docket Text: Final Text screen:

Verify the final docket text before submitting. If correct, Click **Next**.

CAUTION!!

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified. **(Exception: the very first screen)**
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

16. Notice of Electronic Filing screen:

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database.
- It certifies that this pleading is now an official court document.
- Case number assigned
- **WARNING: IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.**